



Technology Enhanced Learning Newsletter

"Dedicated to Researching Available T.E.L. Resources and Distributing Information."

Recent Developments for NPS Learning Centers

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Background

Learning Centers are tasked with putting the "human face" onto resource management endeavors in National Parks. This will be accomplished by attracting researchers to parks by offering them a place to stay, forming concrete partnerships, and involving the education community in resource management projects. Five centers were funded for FY01 and they will be located at Great Smoky Mountains National Park, Rocky Mountain National Park, Point Reyes National Seashore, Cape Cod National Seashore, and Kenai Fjords National Park.

The centers serve a much larger community than just that of the park where the physical buildings of the Learning Center are located. Each center will serve surrounding parks to forward goals and visions presented in the Natural Resource Challenge. Each one of you will be working in a park that has a relationship with a Learning Center if Challenge funding continues into FY04.

Recent Developments

- Denis Galvin opened a 2-hr workshop on Learning Centers at the April George Wright Society Conference. Over 40 persons attended to understand the status and vision of all centers. Results of

the strategic planning meeting held at Point Reyes National Seashore in March were also presented for discussion.

- A National Coordinating Committee consisting of representatives from each center will be forming in the next six weeks.
- Eight additional parks have been approved for future funding requests.



Point Reyes NS Learning Center

Technology Enhanced Learning Center Twist

Don't be surprised if the next round of Learning Center proposals includes a "virtual" version. One of the goals of these

centers is to disseminate research information occurring at the center and within surrounding parks. The most efficient way to accomplish this these days is through the Internet.

There is enormous potential for students to learn about real science through distance learning, electronic field trips and resource websites. Their learning will be enhanced through technology, and their awareness of the complexity and relevance of research within National Parks will enhance our mission.

Keep Your Eyes Open for Jobs

Each Learning Center will have two primary positions that will coordinate research, education, and partnerships. For most centers this will be a Center Director with a resource background and an Education Specialist. While searching for jobs online, they are not always obviously listed as Learning

Center positions. For example, the recent announcement for Director at Point Reyes was listed as a Marine Ecologist.

Need More Information?

I can field any questions to the best of my ability or at least point you in the right direction.

In Closing...

Learning Centers will show our constituency that National Parks are dynamic, vast sources of information about our natural and cultural heritage. They will also show that we are serious about knowing what we have in our stewardship, and what decisions we need to make based on that information. If we can all just imagine such a future, this revolution in resources and education is a reality. Learning Centers are not just a "place". They are a state of mind and can happen in your park now.

NPS Partnership Programs

In this training module, employees learn about the range of partners who join us in preserving America's special places, and about the special programs through which the NPS shares its expertise with local communities to preserve resources and recreational opportunities outside park boundaries. Employees will learn about their role in being ambassadors for the National Parks in their local communities.

Participants will learn about the social and political movements that created the climate that resulted in this expansion of NPS responsibilities, and about applicable laws that underpin those responsibilities. A sampling of topics addressed includes: the Association of

Partners for Public Lands; the Historic American Buildings Survey; the Rivers, Trails, and Conservation Assistance Program (RTCA); and the National Historic Preservation Act.

This online module is supplemented by a TELNPS interactive television broadcast on National Recreation and Preservation Programs. During the broadcast, employees may ask questions to clarify and build on the learning from the online module. Once the broadcast is announced on the Learning Place Bulletin Board, employees are encouraged to sign-up early since space is limited. The tentative date for this event is late spring through early summer.

Dates – This web-based training is available via the Internet at the employee's convenience. The time needed to complete the training varies widely depending on the employee. Time needed to complete the unit is estimated at two hours online, plus two hours TELNPS broadcast, but this is a pilot course and that estimate may be low.

Tuition – None.

Application – Send the following information by e-mail to anne.johnson@nps.gov or FAX to (520) 638-2953.

Course: NPS Partnership Programs

Name:

Title:

Grade:

Time in Service:

Address:

City/State/Zip:

Phone:

Fax:

Email:

Supervisor's Name:
Supervisor's E-mail:

Certification – Once completed, the training event should be documented by generating a certificate of completion online. Check with your supervisor and servicing personnel office regarding any additional local requirements for documentation.

Training Manager – Maia Browning, NPS Training Manager for Universal Competencies, Horace M. Albright Training Center (e-mail: Maia.Browning@nps.gov). This is a pilot program and they are asking employees who complete this training and their supervisors, to send review comments to the POC.

Fundamentals of Financial Management

This CBT course is designed to provide administrative, budget and financial management personnel with entry, developmental and full performance level competencies in financial management processes. The modules include an overview of the Federal and NPS budget process, accounts payable and receivable, cash management, travel, payroll, FFS, AFSII/CCR, year-end closing and miscellaneous reports. It also contains links to resource materials, and an assessment for each module. A module can be taken alone or in combination with any other module.

The target audience for this course is GS-4 through GS-9 administrative, accounting, budget and financial management personnel. The material is available, however, to anyone who wishes to complete one or more modules and assessments. The

Supervisor's approval of the SF-182, Request, Authorization and Certification of Training ensures that he/she agrees to allow time on the job for the employee's participation in this training event. The Supervisor and employee will agree to a period of time for completion.

Website – <http://ffm.den.nps.gov>

Participants – GS-4 through GS-9 administrative, accounting, budget and financial management personnel.

Title Code – ADMFI-2010

Dates – Open enrollment

Tuition – \$100

Nomination – Personnel can enroll at any time by submitting a completed SF-182, Request, Authorization and Certification of Training to your park/office training officer. FAX an approved copy with the account number to be charged for the tuition, to Registrar, Mather Training Center (304.535.6408), and then complete the on-line registration at the above intranet address to receive a user-name and password for access to the modules and assessments.

Training Manager – Jan Gauthier, Administration and Office Management Support (Phone: 304-535-6402; TDD: 304-535-2363; FAX: 304-535-6408).



SMARTPAY **Government MasterCard**

This intranet based, mandatory training is now available for eligibility to use the SmartPay (Bank of America) charge card for travel and purchase activities. Successful completion of this training is required in order to be eligible to apply for a SmartPay charge card. There are five instructional modules and corresponding assessments in this training event:

1. SmartPay Intro and Gen Information
2. SmartPay Travel Business Line
3. SmartPay Purchase Business Line
4. Agency/Organization Prog Coord
5. SmartPay Fleet Card

If you wish to have a card to use for government travel, you must pass the assessments for both Module 1 and 2 with a passing score of 50% or higher. If you wish to have a card to use for purchasing goods and services you must pass the assessments for both Modules 1 and 3. Module 1 requires a passing score of 50% or higher, while Module 3 requires a passing score of 80% or higher. In addition, your reviewing official must also pass the assessments for Modules 1 and 3 unless that person has previously taken and passed micro-purchase training.

If you wish to become an Agency/Organization Program Coordinator you must pass the

assessments for Modules 1, 2, 3, and 4 with passing scores of 80% or more on all four modules. There is no mandatory requirement to take Module 5. However, it is highly recommended that all fleet managers and employees who operate government-owned or leased vehicles review this module for guidance on ordering and using the SmartPay Fleet Card.

This TEL (Technology Enhanced Learning) project was developed through a partnership with the Center for Learning Partnerships and the Eppley Institute at Indiana University.

Website – <http://smartpay.den.nps.gov>

Participants – Individuals wishing to apply for the SmartPay MasterCard; or those wishing to become a designated A/OPC.

Title Code – ADMAD-5040

Dates – Open enrollment

Funding – No tuition

Nomination Personnel can enroll at any time. Procedures: Submit a completed SF-182, Request, Authorization and Certification of Training to your park/office training officer. Complete the on-line registration at the above intranet address.

Training Manager – Jan Gauthier, Administration and Office Management Support (Phone: 304-535-6402; TDD: 304-535-2363; FAX: 304-535-6408).



Computer Tip

ISOLATING DATA FILES – Your data files are the most important item on your computer. You should have access to installation disks for the operating system and your programs/applications. Your data files can only be replaced if you have backed them up and even then they are only as good as the last time you performed the backup. Isolating your data files either on a separate partition or folder makes it easier to locate files for backup. Obviously, it saves time and resources during the backup procedure, besides helping to locate files easily.

Partitions – Creating a separate partition for your data files is one of the easiest ways to isolate data files. For instance, if you have two partitions you can use your C: drive for your operating system and program/application files, while you use the D: drive for your data folders and files. The key here is that you must either create the partitions before installation of the operating system, or use a third-party utility such as PowerQuest's Partition Magic, which allows you to reconfigure partitions on the fly without losing data.

If you do not have separate partitions already, it may not be worth the time

and resources to reconfigure your machine. In this case, having your data files set in a particular group of folders would at least allow you to locate them easily. For example, C:\data\ or C:\My Documents\ could be used to house all of your data files and using sub-directories to create a logical hierarchy to whatever level is necessary for your needs.

Website News

NETg – The training website moved to <http://www.wbtrain.com>. NPS selected NETg as its computer-based-training (CBT) provider for an "any-time, anywhere" distance learning approach to employee development and education. Interested employees can find license and course information at <http://www.nps.gov/training/uc/cbtraining.htm>.

FTN – The Federal Training Network has upcoming distance learning events approaching fast! Course and schedule information can be found at <http://www.fedlearn.com/calendar/default.htm>

FPPS/FFS – The website for Federal Payroll Personnel System/Federal Finance System access has moved to <http://www.nps.gov/fire/webterm/adminsystems.htm>.

Intake TEL Task Team

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